United Nations A/CONF.214/5*

Conference on the World Financial and Economic Crisis and Its Impact on Development

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New York, 24-26 June 2009
Item 6 of the provisional agenda**
Organization of work, including the establishment of the Main Committee

Organizational and procedural matters

Note by the Secretariat

1. The proposals set out in the present note have been prepared on the basis of the following General Assembly resolution and decisions:

(a) Resolution 63/277, entitled "Organization of a United Nations conference at the highest level on the world financial and economic crisis and its impact on development";

(b) Decision 63/555, entitled "Arrangements and organization of work of the Conference on the World Financial and Economic Crisis and Its Impact on Development (New York, 1-3 June 2009)";

(c) Decision 63/556 on the change of dates for the Conference.

I. Election of officers

2. Rule 6 of the provisional rules of procedure (see A/CONF.214/2) provides that the Conference shall elect from among the representatives of participating States the following officers: a President, 26 Vice-Presidents and a Rapporteur-General, as well as a Chairman of the Main Committee if established in accordance with rule 46. These officials shall be elected on the basis of ensuring the representative character of the General Committee. Rule 11 provides that the General Committee shall be composed of the President, the Vice-Presidents, the Rapporteur-General and the Chairman of the Main Committee if established in accordance with rule 46. The Conference may also elect such other officers as it deems necessary for the performance of its functions.

3. In its resolution 63/277, the General Assembly decided that the Conference would be presided over by the President of the General Assembly. By its decision

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63/555, the General Assembly decided to adopt the arrangements and organization of work of the Conference as set out in the note by the Secretariat on the proposed organization of work of the Conference (A/63/825), in which it was proposed that the composition of the General Committee of the Conference should be based on that of the General Committee of the Assembly at its sixty-third session, which was composed, in addition to the President (Nicaragua), of 21 Vice-Presidents (Afghanistan, Bolivia (Plurinational State of), Cameroon, China, Egypt, France, Jamaica, Kyrgyzstan, Republic of Moldova, Mongolia, Myanmar, Namibia, Niger, Portugal, Russian Federation, Rwanda, Solomon Islands, Spain, Togo, United Kingdom of Great Britain and Northern Islands and United States of America) and the chairmen of the six Main Committees (Argentina, Honduras, Hungary, Iraq, Netherlands and Nigeria).

II. Adoption of the rules of procedure

4. The Conference will have before it the provisional rules of procedure (A/CONF.214/2) as recommended for adoption by the General Assembly in its decision 63/555.

III. Adoption of the agenda

5. The Conference will have before it the provisional agenda (A/CONF.214/1) as recommended for adoption by the General Assembly in its decision 63/555.

IV. Organization of work

A. Dates and venue

6. The Conference will be held at United Nations Headquarters in New York, from 24 to 26 June 2009.

B. Allocation of items

7. In accordance with General Assembly decision 63/555, the Conference should organize its work around six plenary meetings and four interactive round tables. It is proposed that items 1 to 8 (a), 10 and 11 of the provisional agenda be considered in plenary meetings and that item 8 (b) be allocated to the Main Committee if established in accordance with rule 46 of the rules of procedure. Discussions on the outcome document of the Conference, under item 8 (b), will be held in the Main Committee, while the general debate, under item 8 (a), will be held in plenary meetings. The four round tables, under item 9 (a) to (d), will be held concurrently with plenary meetings and the Main Committee.

C. Plenary meetings

8. It is proposed that two plenary meetings be held each day, from 10 a.m. to 1 p.m. and from 3 p.m. to 6 p.m. All plenary meetings will be held in the General

Assembly Hall. At these meetings, Heads of State or Government, ministers and heads of delegations attending the Conference will be able to make formal statements, on the understanding that the principle of precedence will be strictly applied. Each oral statement will be limited to five minutes, although this will not preclude the distribution of more extensive texts. No delegation will be allowed to speak more than once during the general exchange of views. The list of speakers will be announced in the *Journal of the United Nations*.

9. The opening plenary meeting during the morning of Wednesday, 24 June, will begin with the formal opening of the Conference by the Secretary-General followed by the election of the President. Opening statements will be made by the President of the Conference and the Secretary-General. The meeting will also consider all procedural and organizational matters, including the adoption of the rules of procedure and the agenda, the election of officers other than the President, the establishment of the Main Committee, the appointment of the members of the Credentials Committee and arrangements for the preparation of the report of the Conference.

10. The closing plenary in the afternoon of Friday, 26 June, is expected to conclude with the adoption of the outcome document and of the report of the Conference.

D. Main Committee

11. It is proposed that the Main Committee meet from the afternoon of Wednesday, 24 June, through the morning of Friday, 26 June, if required. The Main Committee will be seized with finalizing the outcome document of the Conference.

12. The Chairman of the Main Committee will be elected by the Conference in accordance with the provisions of rule 6 of the provisional rules of procedure. In accordance with the provisions of rule 50, the Main Committee will elect its own officers. It is recommended that agreement be reached on the slate of candidates for posts falling within the ambit of the Main Committee before the opening of the Conference, thus permitting elections by acclamation and dispensing with the requirement of a secret ballot. To that end, it is suggested that the President of the General Assembly may wish to nominate the two co-facilitators, appointed for the substantive preparation of the Conference, to assume the role of the co-chairmen, subject to the approval of the Conference.

E. Round tables

13. It is proposed that the four interactive round tables be held between Wednesday, 24 June, from 3 p.m. to 6 p.m., and Friday, 26 June, from 10 a.m. to 1 p.m.

14. Pursuant to General Assembly resolution 63/277, it is proposed that the round tables be held under the overall theme "Examining and overcoming the deepening world financial and economic crisis and its impact on development" and address the main issues before the Conference, as follows:

(a) Round table 1: Present and future impacts of the crisis on, inter alia, employment, trade, investment and development, including the achievement of the internationally agreed development goals and the Millennium Development Goals;

(b) Round table 2: Coordinated and collaborative actions and appropriate measures to mitigate the impact of the crisis on development;

(c) Round table 3: The role of the United Nations and its Member States in the ongoing international discussions on reforming and strengthening the international financial and economic system and architecture;

(d) Round table 4: Contributions of the United Nations development system in response to the crisis.

15. Each round table will be co-chaired by two chairmen to be appointed by the President of the Conference from among the Heads of State or Government and ministers attending the Conference, including those nominated by the regional groups, comprising a total of eight co-chairmen, four to be drawn from developing countries and four to be drawn from developed countries and countries with economies in transition. High-level officials from the relevant institutional stakeholders will be invited to act as moderators and/or panellists at the round tables.

16. Each round table will be open to participation by representatives of all Member States; 21 representatives of observers, relevant entities of the United Nations system and other accredited intergovernmental organizations; 5 representatives of accredited civil society organizations; and 5 representatives of accredited business sector entities. Each representative may be accompanied by one adviser. The list of non-State participants in the round tables will be established on a first-come, first-served basis.

17. Each round table will include an initial panel discussion, organized by the Office of the President of the General Assembly with the support of the Secretariat, comprising three or four high-level panellists and a moderator. The panel discussion will be followed by an interactive debate among Member States and other relevant stakeholders. No list of speakers will be established. Each oral intervention will be limited to three minutes, although this will not preclude the distribution of more extensive texts.

F. Timetable for the work of the Conference

18. The proposed timetable for the work of the Conference is contained in the annex to the present note. Updated information will be announced in the *Journal of the United Nations* and will be posted on the Conference website (http://www.un.org/ga/econcrisissummit).

G. Organization of meetings

19. The resources available to the Conference allow for a maximum of two simultaneous meetings in the morning and two in the afternoon, with interpretation facilities, including committees, round tables, working groups and informal consultations. Interpretation facilities can be provided to regional group meetings

only when they are held in place of formal meetings or if those facilities are otherwise available.

20. In accordance with the provisions of rule 48 of the provisional rules of procedure, the Conference may establish, in addition to the Main Committee, such committees and working groups as it deems necessary for the performance of its functions. Each committee may set up subcommittees and working groups.

V. Credentials of representatives to the Conference: appointment of the members of the Credentials Committee

21. Rule 3 of the provisional rules of procedure provides that the credentials of representatives and the names of alternate representatives and advisers shall be submitted to the Secretary-General, if possible not less than one week before the date fixed for the opening of the Conference. The credentials shall be issued either by the Head of State or Government or by the Minister for Foreign Affairs or, in the case of the European Community, by the President of the European Commission.

22. Rule 4 of the provisional rules of procedure provides that a Credentials Committee of nine members shall be appointed at the beginning of the Conference and that its composition shall be based on that of the Credentials Committee of the General Assembly at its sixty-third session, which consisted of the following Member States: Botswana, China, Cyprus, Luxembourg, Mexico, Mozambique, Russian Federation, Saint Kitts and Nevis and United States. The Committee shall examine the credentials of representatives and report to the Conference without delay.

VI. Participants

A. Member States and observers

23. The Conference, including the plenary and informal meetings, will be open to participation by all States Members of the United Nations, the Holy See, in its capacity as Observer State, and Palestine, in its capacity as observer, as well as intergovernmental organizations and other entities having received a standing invitation from the General Assembly to participate as observers in the sessions and work of all international conferences convened under its auspices, in accordance with the rules of procedure of the Conference.

24. In accordance with rule 1 of the provisional rules of procedure, the delegation of each State participating in the Conference and that of the European Community shall consist of a head of delegation and such other representatives, alternate representatives and advisers as may be required. Comprehensive lists of delegations should be sent to the Protocol and Liaison Service in New York.

B. Institutional stakeholders

25. Other relevant intergovernmental organizations that were accredited to the Monterrey Conference on Financing for Development and its follow-up process,

including the Doha Review Conference, as well as relevant organizations of the United Nations system, may participate in the deliberations of the Conference, as appropriate, in accordance with the rules of procedure of the Conference. Registration has been opened at the Protocol and Liaison Service in New York.

C. Civil society and the business sector

26. Non-governmental organizations and business sector entities are invited to participate in the deliberations of the Conference, as appropriate, in accordance with the rules of procedure of the Conference. Registration has been opened at the Non-Governmental Liaison Service in New York to: (a) all non-governmental organizations that are in consultative status with the Economic and Social Council; and (b) all non-governmental organizations and business sector entities that were accredited to the Monterrey Conference on Financing for Development or its follow-up process, including the Doha Review Conference.

VII. Secretariat

27. The responsibilities of the secretariat of the Conference are set out in rules 14 to 16 of the provisional rules of procedure.

VIII. Documentation

28. The official documentation of the Conference will include documents issued before, during and after the Conference.

A. Pre-session documentation

29. Pre-session documentation will include:

(a) Provisional agenda (A/CONF.214/1);

(b) Provisional rules of procedure (A/CONF.214/2);

(c) Note by the President of the General Assembly transmitting the draft outcome document of the Conference (A/CONF.214/3);

(d) Report of the Secretary-General on the world financial and economic crisis and its impact on development (A/CONF.214/4);

(e) Note by the Secretariat on organizational and procedural matters (A/CONF.214/5);

(f) Information for participants (A/CONF.214/INF/1).

B. In-session documentation

30. In-session documentation will include:

(a) Official (verbatim) records of plenary meetings (A/CONF.214/PV.1-6);

(b) Draft report of the Credentials Committee (A/CONF.214/6);

(c) Note by the Secretariat transmitting summaries of the round-table discussions (A/CONF.214/7 and addenda):

(i) Summary of round table 1 (A/CONF.214/7/Add.1);

(ii) Summary of round table 2 (A/CONF.214/7/Add.2);

(iii) Summary of round table 3 (A/CONF.214/7/Add.3);

(iv) Summary of round table 4 (A/CONF.214/7/Add.4);

(d) Draft report of the Conference (A/CONF.214/8);

(e) Draft resolution on the outcome of the Conference (A/CONF.214/L.1);

(f) Provisional list of delegations to the Conference (A/CONF.214/INF/2).

C. Post-session documentation

31. In accordance with the practice followed at previous United Nations conferences, it is recommended that the report of the Conference consist of the decisions of the Conference, a brief account of the proceedings and a repertorial account of the work of the Conference and the action taken in plenary meetings.

32. The General Assembly, in its resolution 63/277, provided, inter alia, that the Conference would result in a concise outcome to be agreed by Member States and would also result in summaries of the round-table discussions, to be included in the final report of the Conference.

D. Inputs from all relevant stakeholders

33. Background information for the Conference, including inputs received from all relevant stakeholders, will be posted on the Conference website.

IX. Side events

34. Special events, including briefings, seminars, workshops and panel discussions on issues related to the theme of the Conference will be organized by Member States, organizations of the United Nations system and accredited institutional and non-institutional stakeholders for the benefit of the participants in the Conference. The calendar of those events will be announced in the *Journal of the United Nations* and will also be posted on the Conference website.

X. Media coverage

35. Press materials for journalists covering the Conference will be prepared by the Department of Public Information. In addition, the documents counter in the media area will provide all Conference documents, as well as press releases on its plenary meetings, round tables and other events. They will also be made available electronically on the Conference website.

36. The plenary meetings and round tables, as well as press conferences, will be broadcast live into the media area. A programme of special media briefings and press conferences will be announced.

Annex

Proposed timetable for the work of the Conference on the World Financial and Economic Crisis and Its Impact on Development

Date/time	*Agenda item/programme*	
Wednesday, 24 June		
Opening plenary meeting		
10 a.m.-1 p.m.	1	Opening of the Conference by the Secretary-General of the United Nations
	2	Election of the President
	1	Opening statements by the President of the Conference and the Secretary-General of the United Nations
	3	Adoption of the rules of procedure
	4	Adoption of the agenda and other organizational matters
	5	Election of officers other than the President
	6	Organization of work, including the establishment of the Main Committee
	7 (a)	Credentials of representatives to the Conference: appointment of members of the Credentials Committee
	8 (a)	General exchange of views on the world financial and economic crisis and its impact on development
		Statements by Heads of State or Government, ministers and heads of delegation
Plenary meeting		
3-6 p.m.	8 (a)	General exchange of views on the world financial and economic crisis and its impact on development
		Statements by Heads of State or Government, ministers and heads of delegation
Main Committee[a]		
3-6 p.m.	8 (b)	Consideration of the draft outcome document of the Conference

Date/time	*Agenda item/programme*	
Round tables		
3-6 p.m.	9 (a)	Round table 1: Present and future impacts of the crisis on, inter alia, employment, trade, investment and development, including the achievement of the internationally agreed development goals and the Millennium Development Goals
Thursday, 25 June		
Plenary meeting		
10 a.m.-1 p.m.	8 (a)	General exchange of views on the world financial and economic crisis and its impact on development Statements by Heads of State or Government, ministers and heads of delegation
Main Committee[a]		
10 a.m.-1 p.m.	8 (b)	Consideration of the draft outcome document of the Conference
Round tables		
10 a.m.-1 p.m.	9 (b)	Round table 2: Coordinated and collaborative actions and appropriate measures to mitigate the impact of the crisis on development
Plenary meeting		
3-6 p.m.	8 (a)	General exchange of views on the world financial and economic crisis and its impact on development Statements by Heads of State or Government, ministers and heads of delegation
Main Committee[a]		
3-6 p.m.	8 (b)	Consideration of the draft outcome document of the Conference
Round tables		
3-6 p.m.	9 (c)	Round table 3: The role of the United Nations and its Member States in the ongoing international discussions on reforming and strengthening the international financial and economic system and architecture

Date/time	*Agenda item/programme*	
Friday, 26 June		
Plenary meeting		
10 a.m.-1 p.m.	8 (a)	General exchange of views on the world financial and economic crisis and its impact on development
		Statements by Heads of State or Government, ministers and heads of delegation
Main Committee[a]		
10 a.m.-1 p.m.	8 (b)	Consideration of the draft outcome document of the Conference
Round tables		
10 a.m.-1 p.m.	9 (d)	Round table 4: Contributions of the United Nations development system in response to the crisis
Closing plenary meeting		
3-6 p.m.	7 (b)	Credentials of representatives to the Conference: report of the Credentials Committee
	10	Adoption of the outcome document of the Conference
	11	Adoption of the report of the Conference
		Closing of the Conference

[a] As required, subject to the provisions of paragraph 19 in the body of the note above.